

Section 6.6 FUNCTIONS MENU

Data Collection/Employee Data Collection

Employee Information Tab

Purpose	This section provides the procedures to display employee and non-employee general information, leave balances, and standard distribution data by using the Emp Info tab.
Tabs	Emp Info
Reminders	<ol style="list-style-type: none"> 1. The Emp Info tab is accessed through the Functions, Data Collection, or Employee Data Collection items on the menu bar. 2. The Emp Info tab consists of three bottom tabs. The General Info bottom tab is automatically activated when the Emp Info tab is clicked. The Leave Balance bottom tab allows a user to view various leave balances, accruals as well as balances for the following: <ul style="list-style-type: none"> ■ Continuous Service Hours ■ Defined Contribution 40, 50, 60 ■ Family Medical Leave (FMLA) ■ Seniority 1, Seniority 2 ■ Since Step ■ Unclassified ■ Z Clearing ■ College/University Service Hours ■ County Service Hours ■ LOLA Hours (Leave or Layoff Adjustment) ■ Military Hours ■ Other Hours ■ Prior Service Hours ■ Seniority Hours ■ Voluntary Plan Hours <p>The Std Distribution tab allows a user to view the standard distribution coding block data.</p> <p><i>Continued</i></p>

Employee Information Tab

Reminders (Continued)	<ol style="list-style-type: none">3. When a non-employee is selected, the Emp Info tab will display a different window that includes different data related to non-employees. The Leave Balance and Std Distribution bottom tabs will be inactive since non-employees do not accumulate leave balances and do not have a standard distribution defined.4. For timekeepers with employees in more than one appointment, the employee's name will display in the Selection List window on the Selection tab for each appointment. The Eff Date indicates which is the most current appointment. Highlight the appointment for which to display the information, and click on the Emp Info tab to display the employee's information.
References	<i>No Specific References</i>

Emp Info Tab (General Info Bottom Tab)

The following window is displayed when the selection criteria has been entered and the Emp Info tab is selected. The fields displayed are described on the following pages.

The screenshot shows a software window titled "DCDS 03.03.01" with a menu bar (File, Edit, Options, Functions, Params, Reports, Window, Help) and a toolbar. The main area is titled "Data Collection" and contains several tabs: Selection, Time, Activity, Equipment, Inventory, Emp Info (selected), and History. The "Emp Info" tab displays employee information for "AMATO, GREIG EUGENE" with SSN "590-10-1162". The information is organized into sections: "Employee General Information" (Name, Dept, Agency, TKU, Emp. No., HRMN Dept. Code, HRMN Dept. Name), "Appt Status Code" (AA, FULL-TIME (CLASSIFIED), Pos: AVCMTCHAA01R), "Appt. Eff. Date" (04/25/1993, Departure Date, FMLA Expiration Date), "Voluntary Plan" (Vol. Plan Hours:0, Vol. Plan Exp. Date), "ClassType" (Classified, Job Code: AVICOMTCH, Retirement Code: 04), "Work Site" (2081, Work County: 19, Union Code: L32), "FLSA Exempt" (N, FLSA Exp Date, Average Hours: .0), and "Std Hours Reg" (80, Shift 2: 0, Shift 3: 0). Below the information are three sub-tabs: General Info (selected), Leave Balance, and Std Distribution. At the bottom are buttons for navigation (Left, Right), Submit, Prev Used CB, Copy Time, Delete, and Close. The status bar at the bottom left shows "Ready".

Employee General Information			
Name:	AMATO, GREIG EUGENE		
SSN:	590-10-1162		
Dept:	59	Agency:	01
TKU:	001	Emp. No.:	13285788
HRMN Dept. Code:	FIXME	HRMN Dept. Name:	FIX ME

Appt Status Code:	AA	FULL-TIME (CLASSIFIED)	Pos:	AVCMTCHAA01R
Appt. Eff. Date:	04/25/1993	Departure Date:	FMLA Expiration Date:	
Voluntary Plan:	Vol. Plan Hours:0		Vol. Plan Exp. Date:	

ClassType:	Classified	Job Code:	AVICOMTCH	Retirement Code:	04
Work Site:	2081	Work County:	19	Union Code:	L32
FLSA Exempt:	N	FLSA Exp Date:	Average Hours: .0		
Std Hours Reg:	80	Shift 2:	0	Shift 3:	0

Emp Info Tab (General Info Bottom Tab)

The following information is displayed:

Field Name	Description
Name	The employee's name.
SSN	The employee's Social Security Number.
Dept	The employee's department number.
Agency	The employee's agency number.
TKU	The employee's Timekeeping Unit (TKU) number.
Emp No	The employee's unique identification number assigned by the Human Resource Management Network (HRMN).
HRMN Dept Code	The employee's numeric department code used by the Human Resource Management Network.
HRMN Dept Name	The title associated with the HRMN Department Code.
Appt Status Code	The employee's Appointment Status identifies if the employee is full time classified, part time classified, etc.
Pos	The employee's position number identifies jobs with sets of similar duties, knowledge, skills, and abilities.
Appt Eff Date	The employee's Appointment Effective Date. This is the same as the Eff Date in the Selection List window on the Selection tab.
Departure Date	The employee's Departure Date from position, if on leave or separated.
FMLA Expiration Date	The Family Medical Leave Act expiration date for the employee, if on file.
Voluntary Plan	A code that identifies the plan an employee has enrolled in under the Voluntary Work Schedule Adjustment Program.
Vol Plan Hours	Indicates the number of hours applicable in the Voluntary Work Schedule Adjustment Program.

Emp Info Tab

Field Name	Description
Vol Plan Exp Date	Displays the expiration date of the Voluntary Work Schedule Adjustment plan if an employee is participating.
Class Type	The employee's classification (i.e., classified, unclassified, Per Diem, SPS Contractual).
Job Code	A code which identifies an employee's particular job or classification. This code is used for reporting, wage analysis, and other personnel/payroll functions.
Retirement Code	Retirement (pension) plan code assigned to employee.
Work Site	Site code assigned to employee's position.
Work County	The County Code where the employee's position is located.
Union Code	A code that identifies which union an employee belongs.
FLSA Exempt	The Fair Labor Standards Act (FLSA) code which indicates the employee's overtime pay eligibility. Y - Not Eligible N - Eligible Note: A Y* indicates eligibility on an exception basis.
FLSA Exp Date	The Expiration Date of an exception for FLSA overtime approval.
Average Hours	The average of hours for less than full time employees reported for the previous six pay periods.
Std Hours Reg	The employee's first shift regular hours.
Shift 2	The employee's second shift regular hours.
Shift 3	The employee's third shift regular hours.

Leave Balance Bottom Tab

The following window is displayed when the Leave Balance bottom tab is selected. Only Hours Types that have a balance will display. The fields displayed are described on the following page.

DCDS 03.03.01

File Edit Options Functions Params Reports Window Help

Data Collection

Selection Time Activity Equipment Inventory Emp Info History

AMATO, GREIG EUGENE 590-10-1162 Eff Dt: 04/25/1993 PP EndDt: 08/04/2001 Ver: Adj Type:

Leave Balance

Name: AMATO, GREIG EUGENE Dept: 59 Agency 01 TKU 001

SSN: 590-10-1162

For Pay Period	Hours Type	Available Balance	Balance Last Update
10/15/2000 - 10/28/2000	ANLV	74.5	06/06/2001
	CMPU	274.0	06/06/2001
	SCHL	8.0	06/06/2001
10/01/2000 - 10/14/2000	ANLV	74.5	06/06/2001
	CMPU	274.0	06/06/2001
	SCHL	8.0	06/06/2001

General Info Leave Balance Std Distribution

<=> Submit Prev Used CB Copy Time Delete Close

Ready

Leave Balance Bottom Tab

The following information is displayed:

Field Name	Description
Name	The employee's name.
SSN	The employee's Social Security Number.
Dept	The employee's department number.
Agency	The employee's agency number.
TKU	The employee's Timekeeping Unit (TKU) number.
For Pay Period	The pay period start and end dates.
Hours Type	<p>The employee's leave hours type as well as the following:</p> <ul style="list-style-type: none"> ■ Continuous Service Hours ■ Defined Contribution 40, 50, 60 ■ Family Medical Leave (FMLA) ■ Seniority 1, Seniority 2 ■ Since Step ■ Unclassified ■ Z Clearing ■ College/University Service Hours ■ County Service Hours ■ LOLA Hours (Leave or Layoff Adjustment) ■ Military Hours ■ Other Hours ■ Prior Service Hours ■ Seniority Hours ■ Voluntary Plan Hours
Available Balance	Displays the balance of hours available for each hours type. The accrual does not display for the current pay period. To view the accrual amount, scroll to the previous pay period.
Balance Last Updated	Date of the most current hours balance. The date may be different from the pay period end date if hours have been adjusted.

Std Distribution Bottom Tab

The following window is displayed when the Standard Distribution bottom tab is selected. The fields displayed are described on the following page.

The screenshot shows a software window titled "DCDS 03.03.01" with a menu bar (File, Edit, Options, Functions, Params, Reports, Window, Help) and a toolbar. The main area is titled "Data Collection" and contains several tabs: Selection, Time, Activity, Equipment, Inventory, Emp Info, and History. The "Std Distribution" tab is selected, displaying the following information:

AMATO, GREIG EUGENE 590-10-1162 Eff Dt: 04/25/1993 PP EndDt: 08/04/2001 Ver: Adj Type:

Standard Distribution

FACS Agy: 591 Name: AMATO, GREIG EUGENE SSN: 590101162
Department: 59 Agency: 01 TKU: 001 Appt Date: 04/25/1993 Source: DCDS

AY	Index	PCA	Grant	Phase	AG1	Project	Phase	AG2	AG3	Multi	Percent
						Start Date:			End Date:		
00	99995					02/04/2001			12/31/2222		50
00	99991										50

At the bottom of the window, there are buttons for General Info, Leave Balance, Std Distribution, and a toolbar with buttons for navigation (left and right arrows), Submit, Prev Used CB, Copy Time, Delete, and Close. The status bar at the bottom left shows "Ready".

Std Distribution Bottom Tab

The following information is displayed:

Field Name	Description
FACS Agy	The employee's Financial Administration and Control System (FACS) agency number.
Name	The employee's name.
SSN	The employee's Social Security number.
Department	The employee's department number.
Agency	The employee's agency number.
TKU	The employee's Timekeeping Unit (TKU) number.
Appt Date	The employee's start date for current position. This date is the same as the Eff Date in the Selection List window on the Selection tab.
Coding Block Elements	The coding block defined for standard distribution.
Percent	Percentage of costs applied to a specific row of coding block information.
Start Date	The date the standard distribution will become effective.
End Date	The date the standard distribution will not be effective.

Emp Info Tab (General Info Bottom Tab) for Non-Employee

The following window is displayed when the selection criteria has been entered and the Emp Info tab is selected. The fields displayed are described on the following pages.

The screenshot shows a software window titled "DCDS 03.03.01" with a menu bar (File, Edit, Options, Functions, Params, Reports, Window, Help) and a toolbar. The main area is titled "Data Collection" and contains a tabbed interface with tabs: Selection, Time, Activity, Equipment, Inventory, Emp Info (selected), and History. Below the tabs, a header bar displays "Linn, Toni R" and "300-00-0004 Eff Dt: 09/26/2000 PP EndDt: 08/04/2001 Ver: Adj Type:". The main content area is titled "Non Employee General Info" and contains the following fields:

SSN: 300000004			
Last Name: Linn	First: Toni	Middle: R	Suffix:
Dept.: 75	Agy: 01	TKU: 039	
HRMN Dept. Code: 00001	HRMN Dept. Name:	DIRECTOR'S STAFF	
Union Code: Z84	Start Date: 09/26/2000	End Date: 12/31/2222	
Class Type:	Job Code:	ADMNSTMGR	
FLSA Exempt:	Wk Status Cd:	C	
Firm No:	Contract No:		
Vendor No:	Hourly Rate:		
Modified User Id: T_HRMND99		Modified Date: 9/26/00 10:04:04	

Below the fields are three tabs: General Info (selected), Leave Balance, and Std Distribution. At the bottom of the window are several buttons: "<=", ">=", Submit, Prev Used CB, Copy Time, Delete, and Close. The status bar at the bottom left shows "Ready".

Emp Info Tab (General Info Bottom Tab) for Non-Employee

The following information is displayed:

Field Name	Description
SSN	The non-employee's Social Security Number.
Name	The non-employee's name (last, first, middle).
Dept	The non-employee's department number.
Agy	The non-employee's agency number.
TKU	The non-employee's Timekeeping Unit (TKU) number.
HRMN Dept Code	The non-employee's numeric department code used by the Human Resource Management Network.
HRMN Dept Name	The title associated with the HRMN Department Code.
Union Code	A code which identifies a non-employee's bargaining unit, if the employee is a pending employee.
Start Date	The start date for a non-employee.
End Date	The end date for a non-employee.
Class Type	The non-employee's classification, if applicable (i.e. Classified, Unclassified, Per Diem, SPS Contractual).
Job Code	A code which identifies a non-employee's particular job or classification. This code is used for reporting, wage analysis and other personnel/payroll functions.

Emp Info Tab (General Info Bottom Tab) for Non-Employee

Field Name	Description
FLSA Code	The Fair Labor Standards Act (FLSA) code which indicates the non-employee's overtime pay eligibility, if applicable. Y - Not Eligible N - Eligible Note: A Y* indicates eligibility on an exception basis.
Wk Status Cd	A code which indicates the work status of a non-employee C - Contractual V - Volunteer E - Employee
Firm No	The Firm number for non-employee, if applicable.
Contract No.	The non-employee's contract number.
Vendor No.	The non-employee's vendor number.
Hourly Rate	The non-employee's hourly rate.
Modified User ID/Modified Date	The User ID of the last person who made modifications and the date modifications were made.